

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 05-226

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed proposal for professional Engineering Services related to the projects listed and described below:

WATERSHED MASTER PLANNING Deadman's Run Basin Cardwell Basin

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon, Wednesday, September 14, 2005** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened, reading only the names of those submitting proposals.

A copy of the request for proposal may be obtained from the Purchasing Division web site at: www.lincoln.ne.gov Keyword search: Bid

Submitters should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above. It is the responsibility of submitters to check for all addendums issued for this request for proposals prior to submission.

REQUEST FOR PROPOSALS
Watershed Master Plan
Deadman's Run Basin and Cardwell Basin
Spec. 05-226

1. INTRODUCTION

- 1.1 The City of Lincoln, Nebraska is continuing to implement a program of WATERSHED MASTER PLANNING to identify and manage issues of stormwater quantity and quality and channel stability associated with existing and future development of the City.
- 1.2 Master plans are intended to be used as a guideline in the proper management of the urban stormwater system to minimize impacts from flooding, water quality deterioration, and channel de-stabilization within the City as a result of urbanization.
- 1.3 The City is requesting proposals from qualified engineering consultants to prepare a watershed master plan for the Deadmans Run basin and a watershed master plan for the Cardwell Branch basin.
- 1.4 Consultants will work closely with City staff throughout the development of the plans, which include a significant public process element.
- 1.5 The Deadmans Run Watershed Master Plan and Cardwell Branch Watershed Master Plan are expected to be adopted as an approved component of the City-County Comprehensive Plan, and ultimately will be integrated into a unified watershed management master plan for the City of Lincoln and projected growth areas.
- 1.6 This project is funded jointly by the City of Lincoln and the Lower Platte South Natural Resources District (NRD).

2. OBJECTIVE

- 2.1 The objective of the study is to develop watershed master plans which will allow the City and NRD staff, as well as other planning and design engineers, to proactively forecast, evaluate, and manage stormwater quantity and quality, channel stability, maintenance and operations, and financial impacts which are occurring today or will result from future development or other changes in the basin.
- 2.2 The goal of the plans are to identify future capital improvement projects that will help to alleviate flood hazards, improve water quality, and in areas where natural streams exist, stabilize stream banks.
- 2.3 In general, the plans shall include a compilation of basin data for stormwater quality and quantity, drainage infrastructure, soils, channel stability, environmental assets, high-risk facilities, best management practices, and capital improvement projects.
- 2.4 The plans should provide guidelines for future development from a watershed perspective and should include project components reflecting capital improvement projects, non-structural BMPs, and conservation features.

- 2.5 The project will include, for the Deadmans Run basin, developing a Letter of Map Change based upon the master plan hydrology and hydraulics. The Modeling should be completed in a format consistent with developing FEMA floodplain and floodway delineations for the mainstem and tributaries up to the uppermost 150-acre sub-basin.
- 2.6 The process should include a significant public involvement component that informs the public about the development of the master plan as described in Appendix A for the Deadmans Run basin and Appendix B for the Cardwell Branch basin.
- 2.7 The Watershed Master Plan project components, computer models and model outputs will be utilized by the City, NRD, and local consultants in evaluating and guiding future changes proposed in the basin.
- 2.8 The Watershed Master Plans should take into consideration the 2025 City-County Comprehensive Plan, including floodplain and environmental components, the future land use plan, and future infrastructure if applicable.
- 2.9 The plans should be adaptable to other basins of the City so that this study and subsequent basin planning studies can ultimately be developed for incorporation into a consistent and comprehensive watershed master plan for the City of Lincoln.
- 2.10 Information gathered for these master plans will be stored in GIS format compatible with the City of Lincoln's GIS database.

3. BASIN DESCRIPTIONS

- 3.1 Deadmans Run basin has been identified as one of the areas for the proposed master plans.
 - 3.1.2 This 8.8 square mile basin is located within the City Limits of Lincoln and is substantially developed. The watershed is generally bounded by Salt Creek and 27th Street on the north and west and Van Dorn and 84th Streets on the south and east.
 - 3.1.3 Significant revisions to the FEMA floodplain and floodway were made during the FEMA 1997 Deadmans Run remapping.
- 3.2 Cardwell Branch has been identified as the other study area for the proposed master plan.
 - 3.2.1 The master plan will be completed only for those drainage areas not controlled by Yankee Hill dam, and shall be consistent with areas studied by USGS as part of the Cardwell Branch Watershed Assessment.
 - 3.2.2 This 16.3 square mile watershed is located southwest of Lincoln and is forecasted in the future to transition from the existing rural and acreage land use to a typical urbanized land use (residential, commercial and industrial).
 - 3.2.3 It is generally bounded by West Bennet Road in the south, Southwest 84th St. in the west, West Denton Road in the north, and Highway 77 near the confluence with Salt Creek in the east.
- 3.3 Previous studies and references for the basins are listed in the Section 7, Sources of Information.

4. PROJECT COORDINATION

- 4.1 This project will involve coordination with the City, Lower Platte South Natural Resources District, Lancaster County, the Natural Resource Conservation Service, the Nebraska Department of Natural Resources, the Nebraska Department of Roads, and other agencies as needed.
- 4.2 The Consultant will be required to coordinate the project with those agencies.
- 4.3 The City has assigned separate project managers for each of these projects and will release those names upon selection of firm(s).

5. ANTICIPATED SCOPE OF WORK and DELIVERABLES

- 5.1 See attached Appendix A for Deadmans Run and Appendix B for Cardwell Branch

6. CITY'S RESPONSIBILITY

- 6.1 Provide available information as detailed in the Section on Sources of Information
- 6.2 Provide timely reviews of the drafts and deliverables.

7. SOURCES OF INFORMATION

- 7.1 Information to be provided digitally as applicable to selected Consultant by City
 - 7.1.1 Existing and proposed land use
 - 7.1.2 Stream reaches
 - 7.1.3 Current aeriels, streets, wetland cover, LIDAR data.
 - 7.1.4 Existing floodway and flood fringe boundaries
 - 7.1.5 Existing hydrologic and hydraulic models
 - 7.1.6 Land ownership information
 - 7.1.7 Cardwell Branch Watershed Assessment with water quality and geomorphology data, upon completion by USGS (anticipated availability October 2005)
- 7.2 Information provided on hard copy as applicable by City
 - 7.2.1 Plans for ponds and hydraulic structures
 - 7.2.2 FEMA/FIS study
 - 7.2.3 Corps of Engineers Section 22 Feasibility Study (Deadmans Run basin).
 - 7.2.4 Corps of Engineers Hydrology, Hydraulics and Geomorphology that was completed for a study done for the Mayor's Floodplain Taskforce (Deadmans Run basin).
 - 7.2.5 Schemmer/Intuition and Logic Geomorphology Study for the University of Lincoln, East Campus Area (Deadmans Run).
 - 7.2.6 Intuition and Logic studies for both Roper and Taylor park tributaries (Deadmans Run basin).
 - 7.2.7 City of Lincoln Drainage Criteria Manual
 - 7.2.8 Past Public Involvement Correspondence

- 7.3 Information on internet
 - 7.3.1 2025 Comprehensive Plan --
www.lincoln.ne.gov/city/plan/complan/2025/index.htm
 - 7.3.2 Floodplain Task Force information –
www.lincoln.ne.gov/city/pworks/watrshed/flood/index.htm
 - 7.3.3 Stevens Creek, Beal Slough, and SEUSC Watershed Master Plans
 -
www.lincoln.ne.gov/city/pworks/watrshed/mplan/index.htm
 - 7.3.4 Mayor's Floodplain Task Force recommendations -
www.lincoln.ne.gov/city/pworks/watrshed/flood/report/index.htm
 - 7.3.5 Flood Standards for the Existing Urban Area -
www.lincoln.ne.gov/city/attorn/lmc/ti27/ch2752.pdf.
 - 7.3.6 Flood Standards for the New Growth Areas -
www.lincoln.ne.gov/city/attorn/olmc/ti27/ch2753.pdf.
- 7.4 Other information
 - 7.4.1 Regulated NPDES industries and CAFOs within the watershed
 (obtain from NDEQ)

8. **SELECTION PROCEDURE AND SCHEDULE**

- 8.1 The City intends to proceed with this project as soon as possible.
- 8.2 The proposed schedule of activities is as follows:
 - 8.2.1 Final requests for clarification September 7, 2005
 - 8.2.1 Proposal submittal deadline September 14, 2005
 - 8.2.3 Short list and schedule interviews Late September 2005
 - 8.2.4 Interview short listed consultants October 2005
 - 8.2.5 Select consultant and negotiate October 2005
- 8.3 Any request for clarification or additional information regarding this RFP shall be directed in writing to: Mary Long, Assistant Purchasing Agent
 440 So. 8th St., Ste. 200, Lincoln, NE 68508, fax: 402/441-6513 or email:
mlong@lincoln.ne.gov

9. **PROPOSAL CONTENTS**

- 9.1 Proposal length: The length of the proposal shall not exceed 15 pages.
 - 9.1.1 The resume of personnel are not included in this page count.
- 9.2 Project Personnel and Experience
 - 9.2.1 Provide an organizational chart of key personnel for the proposed project showing responsibility and lines of authority.
 - 9.2.2 Brief resumes of key project personnel, including: Name and anticipated role in proposed project, and experience/education related to this type of project
 - 9.2.3 Demonstrate the experience of the firm and project team with watershed basin planning, water quality modeling, FEMA floodplain modeling, basin characterization, runoff modeling and analysis.
- 9.3 Performance and reference:
 - 9.3.1 Demonstrate the technical ability of the firm and the responsible personnel to perform similar kinds of projects in timely and cost effective manner.

- 9.3.2 Provide an example of watershed management plan projects within past five years.
 - 9.3.2.1 For each project, list project name and location, contact person and telephone number, cost of work (actual cost vs. initial estimated cost), time to complete the projects
- 9.4 Approach to proposed project:
 - 9.4.1 Describe general approach to the proposed project. Include description of each key step, milestones, deliverables, and meetings with the city.
 - 9.4.1.1 Provide flow chart showing tasks and deliverables.
 - 9.4.2 Describe any ideas to improve the development of the plan and recommend any scope of work not identified in this RFP considered essential by the consultant.
- 9.5 Schedule
 - 9.5.1 Consultant shall indicate their proposed schedule by indicating the elapsed calendar days between important milestones and show the ability to meet schedule.
- 9.6 Other Items
 - 9.6.1 Availability of key personnel.

10. EVALUATION CRITERIA

- 10.1 All proposals will be evaluated on the following criteria:
 - 10.1.1 Team's experience and key personnel.
 - 10.1.2 Demonstrated past performance on similar projects.
 - 10.1.3 Clarity, conciseness, and organization of the proposal
 - 10.1.4 Demonstrated knowledge of City ordinances, design standards, and Drainage Criteria Manual
 - 10.1.5 Demonstrated understanding of the project
 - 10.1.6 Proposed data collection and modeling approach
 - 10.1.7 Basic philosophy and proposed approach of analysis
 - 10.1.8 Demonstrated knowledge of stormwater related work in Lincoln or other areas.
 - 10.1.9 Demonstrated knowledge of water quality issues and modeling efforts as noted in the anticipated scope of work.
 - 10.1.10 Preference given to firms or teams with demonstrated local presence or understanding of local concerns.
 - 10.1.11 Consultant's schedule.
 - 10.1.12 Comments and opinions provided by references.

11. SUBMITTAL PROCEDURE

- 11.1 Please submit six copies of your proposal at following address, no later than 12:00, Noon September 14, 2005 to:
 - Mary Long
 - Assistant Purchasing Agent
 - 440 South 8th Street, Suite 200
 - Lincoln, Nebraska 68508

- 11.2 If the proposal is sent by mail, the respondent shall be responsible for actual delivery of the proposal prior to the submittal deadline.
 - 11.2.1 Any response received after the submittal deadline will not be considered.
- 11.3 The City may waive any informalities or irregularities in the proposal and reserves the right to accept, reject, or negotiate any or all proposals, including the right to award the contract in whole or in part if it deemed in the City's best interest.
- 11.4 Request for clarification or additional information must be received in written format at least seven (7) working days before the submittal deadline.
- 11.5 Any additional information regarding this RFP will be issued as written addenda and sent to all RFP recipients, at least five working days before the submittal deadline.
- 11.6 The City reserves the right to select one or more consultant team(s) for these projects.

12. ESTIMATED FEES

- 12.1 The City will rank the proposals based on the criteria outlined in the RFP and determine a short list.
- 12.2 The firms selected for oral presentations will be notified and will be asked to prepare a fee schedule and submit in a sealed envelope at the time of interview.
- 12.3 The fee schedule may be used in case of a tie in the ranking of the top firm after the oral presentations.
- 12.4 If the City is unable to arrive at a mutual agreement with the top ranked firm the City retains the sole right to move on to negotiations with the second (then third, etc.) ranked firm.

**APPENDIX A
ANTICIPATED SCOPE OF WORK
DEADMANS RUN BASIN**

1. WATERSHED INVENTORY

- 1.1 Collect, compile, and evaluate the data listed below for the basin.
 - 1.1.1 Provide the data in a format that is fully compatible with the City's (i.e. Public Works and Utilities Department's) GIS Database.
 - 1.1.2 Provide 'metadata' for all Consultant created files and databases, generally including source/origination, quality, qualifications, attribute coding, and other relevant information mutually agreed to by the City and Consultant.
- 1.2 Data sets will include but may not be limited to:
 - 1.2.1 Existing land use
 - 1.2.2 Soil data
 - 1.2.3 Sub-basins
 - 1.2.4 Stream reaches
 - 1.2.5 Channel Condition
 - 1.2.6 Existing and future trails, parks and open spaces, wetlands, riparian areas, historical and cultural assets, land conservation elements
 - 1.2.7 Existing and proposed bridges/culverts
 - 1.2.8 Detention/retention ponds
 - 1.2.9 Structures in the floodplain
 - 1.2.10 Commercial and industrial facilities, public owned lands, and golf courses
 - 1.2.10 Existing and proposed floodway and flood fringe
 - 1.2.11 Existing minimum flood corridor outside of mapped floodplains based upon City stormwater ordinances
 - 1.2.12 Known problem areas
 - 1.2.13 Table A indicates some of the detail needed for each of the above data sets.

2. GOALS AND CRITERIA

- 2.1 Goals and Criteria to be developed at the beginning stages of the basin planning process in conjunction with City and NRD staff.

3. HYDROLOGY AND HYDRAULICS

- 3.1 Hydrology will be run on HEC-HMS public domain model.
- 3.2 Provide the hydrologic data in a format that is fully compatible with the City's (i.e. Public Works and Utilities Department's) GIS database.
- 3.3 The following conditions will be run:
 - 3.3.1 Existing conditions model, compare to flows stated in the Flood Insurance Study, and calibrate to past events.
 - 3.3.2 Future conditions model with capital improvement projects in place to reduce flows for the 2, 10, and 100 year event at the main confluence to Salt Creek and on the main stem and tributaries adjacent to the tributary confluences with Deadmans Run main stream.

- 3.3.3 Sub-basins will be around 150 acres on an average, with a range typically between 100 to 200 acres.
 - 3.3.4.1 Rainfall data and type will be based on Lincoln Drainage Criteria Manual.
- 3.4 Hydraulics will be run on the HEC-RAS public domain model. The 2, 5, 10, 50, 100 and 500 year occurrence intervals will be run for the two scenarios listed above.
 - 3.4.1 The existing model will be compared and analyzed with the Flood Insurance Study elevations and any other previous model runs. Model cross sections will be run from the confluence of Deadmans Run with Salt Creek to the upstream limits located below basins draining 150 acres.
- 3.5 Provide the hydraulic data in a format that is fully compatible with the City's (i.e. Public Works and Utilities Department's) GIS database.
- 3.6 Preparation of the Letter of Map Change for Deadmans Run will be based on existing hydrology and hydraulics for the 100 and 500 year events.
- 3.7 Provide delineation for existing conditions 100 year and 500 year events and also the future conditions 100 year event.

4. WATER QUALITY

- 4.1 Limited pollutant assessment of the creek at approximately a dozen locations to establish a baseline on the contaminants in the stream.
- 4.2 Analysis of potential water quality concerns in Deadmans Run:
 - 4.2.1 Concerns due to pollutant loading from high risk areas such as industrial or commercial areas, etc.
- 4.3 Recommendations for structural and non-structural BMP's to address water quality.
- 4.4 Assessment of the stream should include the following pollutants; BOD5, TDS, TSS, Total Nitrogen, Total Phosphorus, Dissolved Phosphorus, Copper, Lead, and Zinc.

5. GEOMORPHIC

- 5.1 Thalweg profile survey of reaches of Deadmans Run main stem that have not been recently studied.
 - 5.1.2 Supplement with information from other geomorphology studies in Deadmans Run (UNL East Campus, Parks Channel Projects) which will be provided by the City.
- 5.2 Geomorphic analysis and inventory of existing unarmored portions of the creek system that have not been recently stabilized.
 - 5.2.1 Information to include placement on GIS system indicating location of stream centerline and incised or unstable channel banks, nicks, head-cuts, etc.
 - 5.2.2 Narrative to include description of each type of geomorphic condition occurring in Deadmans Run and an analysis of those areas that are not in a stable geomorphic condition.

6. STRUCTURES

- 6.1 Basic hydraulic information on each existing hydraulic infrastructure, including identification, city/state ID, type, size, length, capacity, location (physical, hydrologic, and hydraulic), top of road, limiting headwater elevation, condition, low steel, and upstream flow elevation for each evaluated storm event (existing and future with capital projects in place).
 - 6.1.1 Survey information may need to be obtained on approximately 15 structures.
- 6.2 Provide the bridge data in a format that is fully compatible with the City's (i.e. Public Works and Utilities Department's) GIS database.
- 6.3 Listing of existing structures in floodplain, hydraulic cross section, and estimated (from topographic mapping) minimum opening elevation.

7. PUBLIC INVOLVEMENT

- 7.1 Public involvement will include mailing an initial questionnaire to all residents of the watershed and multiple information mailings throughout the length of the project.
 - 7.1.1 The mailing formats will be developed in conjunction with City and NRD staff.
- 7.2 Three open house meetings will be led and coordinated (including mailings and meeting setup) by the consultant throughout the length of the basin planning process.
 - 7.2.1 Brochures for each open house will be developed by the consultant and completed by the City's Citizen Information Center (CIC) Department and will be mailed by the consultant to each property owner in Deadmans Run and to approximately 200 other individuals (government entities, engineers, developers, attorneys).
- 7.3 The potential of up to four meetings will be held with various groups of landowners directly affected by proposed projects.
- 7.4 Up to six interest group meetings
- 7.5 Two potential meetings each with City Mayor's office, Planning Commission, City Council, County Commissioners, and NRD board.
- 7.6 Up to three potential meetings with affected City/County Departments and any other public agencies.
- 7.7 Creation and distribution of a bi-monthly newsletter similar to the newsletter for the Stevens Creek Watershed Master Plan.
- 7.8 Website hosted by consultant to include pertinent information (see Stevenscreekwatershed.com)
- 7.9 The property ownership list and other entities list will be provided to the consultant by the City.

8. CAPITAL PROJECTS

- 8.1 Outline of capital projects improvement program to improve water quality, address stream stability, and reduce flooding.
- 8.2 The process of developing capital projects should be an iterative process through public facilitation where various alternates are presented and evaluated.

- 8.2.1 The final recommended capital projects should be based upon the general consensus developed during the public process with guidance from City and NRD staff, and will be the basis for the proposed conditions Deadmans Run model.
- 8.3 The Capital Projects will include estimated costs and priorities.
 - 8.3.1 Project priorities should be guided by City/NRD criteria developed for implementation of watershed plans.
- 8.4 Identify strategies for the implementation of proposed capital projects.

9. **DELIVERABLES**

- 9.1 As outlined in the scope of services above, provide a final watershed master plan for Deadmans Run, supported by technical memos, draft and final reports describing the work completed, conclusions, and recommendations.
 - 9.1.1 The written material is to be supplemented and supported by maps, figures, photographs, and tables.
 - 9.1.2 Fact sheets, Powerpoint presentations, presentation boards and other materials to be prepared for public involvement purposes.
 - 9.1.3 Digital copies of maps, figures, photographs, and other key information shall be provided at interim intervals for updating the City's Website. Website hosted by consultant to include pertinent information (see Stevenscreekwatershed.com)
 - 9.1.4 The models used in the stormwater basin planning must be in standard form to allow for easy updates and changes by the City, NRD, County, and Consultants.
 - 9.1.5 All project deliverables (except the draft report) will be required to be in a digital format and compatible with the City's computer systems.
 - 9.1.6 Completed and approved Letter of Map Change for the watershed.
- 9.2 The submitted draft and final report will be accompanied by a cover letter signed by the senior QA/QC personal for this project certifying that they have reviewed the submitted report.
- 9.3 The final report format will be consistent with the Stevens Creek Watershed Master Plan.
 - 9.3.1 The draft and final report will include the following sections.
 - 9.3.1.1 Executive Summary
 - 9.3.1.2 Introduction and Purpose
 - 9.3.1.3 Data Collection and Development
 - 9.3.1.4 Hydrologic Model Development
 - 9.3.1.5 Hydraulic Model Development
 - 9.3.1.6 Floodplain Management Tools
 - 9.3.1.7 Water Quality
 - 9.3.1.8 Geomorphology
 - 9.3.1.9 Capital Improvement Projects
 - 9.3.1.10 Master Plan Implementation
 - 9.3.1.11 Digital Deliverables

- 9.3.1.12 Glossary of Terms
 - 9.3.1.13 Appropriate Appendices
- 9.4 The final report will also be in a digital format for the City's use and for inclusion on the City's Website.
- 9.5 All model inputs and outputs will be supplied to the City in a digital and hard copy format.
 - 9.5.1 All hydrology and hydraulics will be in a public domain model.
- 9.6 GIS watershed information and any other information must be compatible with the City's GIS database.
 - 9.6.1 See Section 1.1 (Scope of Services) on required GIS information.

APPENDIX B
ANTICIPATED SCOPE OF WORK
CARDWELL BRANCH BASIN

1. WATERSHED INVENTORY

- 1.1 Collect, compile, and evaluate the data listed below for the basin.
 - 1.1.1 Provide the data in a format that is fully compatible with the City's (i.e. Public Works and Utilities Department's) established computerized geographic information system (GIS).
 - 1.1.2 Provide 'metadata' for all Consultant created files and databases, generally including source/origination, quality, qualifications, attribute coding, and other relevant information mutually agreed to by the City and Consultant.
- 1.2 Data sets will include but may not be limited to:
 - 1.2.1 New data that updates information for any data category compiled by USGS as part of the Cardwell Branch Watershed Assessment. (See Table A).
 - 1.2.2 Existing minimum flood corridor based upon City stormwater ordinances, including both locations carrying greater than 150 acres of drainage and channels with a defined bed and bank.
 - 1.2.3 Known ongoing or proposed developments.
 - 1.2.4 Known problem areas.

2. GOALS AND CRITERIA

- 2.1 Goals and Criteria to be developed at the beginning stages of the basin planning process in conjunction with City and LPSNRD staff.

3. PUBLIC INVOLVEMENT

- 3.1 Public involvement will include mailing an initial questionnaire to all residents of the watershed and multiple information mailings throughout the length of the project.
 - 3.1.1 The mailing formats will be developed in conjunction with City, NRD, and County staff.
- 3.2 Two open house meetings will be led and coordinated (including mailings and meeting setup) by the consultant throughout the length of the watershed master planning process.
 - 3.2.1 Brochures for each open house will be developed by the consultant and completed by the City's Citizen Information Center (CIC) Department and will be mailed by the consultant to each property owner in Cardwell Branch watershed and to approximately 200 other individuals (government entities, engineers, developers, attorneys).
- 3.3 The potential of up to four meetings will be held with various groups of landowners directly affected by proposed projects.

- 3.4 Two potential meetings each with City Mayor's office, Planning Commission, City Council, County Commissioners, and NRD Board.
- 3.5 Up to three potential meetings with affected City/County Departments and any other public agencies.
- 3.6 Creation and distribution of a bi-monthly newsletter similar to the newsletter for the Stevens Creek Watershed Master Plan.
- 3.7 The property ownership list and other entities list will be provided to the consultant by the City.
- 3.8 Creation and maintenance of Cardwell Branch Watershed Master Plan website (for one example, see www.stevenscreekwatershed.com).

4. CAPITAL PROJECTS

- 4.1 Outline of capital projects improvement program to address existing water quantity and quality issues and to offset projected impacts due to future urbanization in the watershed. Program should include structural and non-structural stormwater BMP's.
- 4.2 The process of developing capital projects should be an iterative process through public facilitation where various alternates are presented and evaluated.
 - 4.2.1 The final recommended capital projects should be based upon the general consensus developed during the public process with guidance from City, County, and NRD staff.
- 4.3 The Capital Projects will include estimated costs and priorities.
 - 4.3.1 Priorities will be based on the City of Lincoln prioritization methodology for flood control, water quality and stream stability projects.
- 4.4 Strategies for implementation of master plan project components with consideration given to the transition from rural to urban areas and the responsibilities of the County and City.

5. DELIVERABLES

- 5.1 As outlined in the scope of services above, provide a final watershed master plan for Cardwell Branch and tributaries downstream of Yankee Hill Dam, supported by technical memos, draft and final reports describing the work completed, conclusions, and recommendations.
 - 5.1.1 The written material is to be supplemented and supported by maps, figures, photographs, and tables.
 - 5.1.2 Fact sheets, Powerpoint presentations, presentation boards and other materials to be prepared for public involvement purposes.
 - 5.1.3 Creation and maintenance of Cardwell Branch Watershed Master Plan website.
 - 5.1.4 The models used in the stormwater basin planning must be in standard form to allow for easy updates and changes by the City, NRD, County, and Consultants.
 - 5.1.5 All project deliverables (except the intermittent report) will be required to be digital and compatible with the City's computer systems.

- 5.2 The submitted draft intermittent and final report will be accompanied by a cover letter signed by the senior QA/QC personnel for this project certifying that they have reviewed the submitted report.
- 5.3 The final report format will be consistent with the Stevens Creek Watershed Master Plan.
 - 5.3.1 The draft and final report will include the following sections.
 - 5.3.1.1 Executive Summary
 - 5.3.1.2 Introduction and Purpose
 - 5.3.1.3 Data Collection and Development
 - 5.3.1.4 Hydrologic Model
 - 5.3.1.5 Hydraulic Model
 - 5.3.1.6 Floodplain Management Tools
 - 5.3.1.7 Water Quality
 - 5.3.1.8 Geomorphology
 - 5.3.1.9 Capital Improvement Projects
 - 5.3.1.10 Master Plan Implementation
 - 5.3.1.11 Digital Deliverables
 - 5.3.1.12 Glossary of Terms
 - 5.3.1.13 Appropriate Appendices
- 5.4 GIS watershed information and any other information (e.g. database, spreadsheet, etc.) must be in the same format and levels as used by the City.

TABLE A
DETAILED DATA SET INFORMATION AS APPLICABLE
(TO BE COMPILED DURING WATERSHED INVENTORY)

1. Existing land use data (land uses provided by City)
 - 1.1 land uses
2. Soil data
 - 2.1 soil types
 - 2.2 hydrologic soil groups
3. Sub-basins
 - 3.1 identification (to be coordinated with City)
 - 3.2 size
 - 3.3 existing and proposed curve numbers
 - 3.4 existing and proposed time of concentrations
4. Stream reaches (locations provided by City)
 - 4.1 identification (to be coordinated with City)
 - 4.2 upstream and downstream flow line elevation
 - 4.3 reach length
 - 4.4 grade
 - 4.5 Mannings for channel and overbank
 - 4.6 bank full flow and velocity
 - 4.7 channel type and typical geometry
 - 4.8 channel condition
5. Existing and future trails, parks and open space, public owned lands, wetlands, riparian areas, historical and cultural assets, land conservation elements, and other pertinent natural and cultural resource components
 - 5.1 type
 - 5.2 size
6. Existing and proposed bridges/culverts (from aerials, City, NRD, and potential survey by consultant)
 - 6.1 Survey may be needed on approximately 15 bridges
 - 6.2 see Section on Structures in Anticipated Scope of Work

7. Detention/retention ponds (information from aerials, City, and NRD)
 - 7.1 identification (to be coordinated with City)
 - 7.2 size
 - 7.3 type
 - 7.4 condition
 - 7.5 hydrologic information including stage, storage, discharge tables
 - 7.6 plans
 - 7.7 pertinent elevations
8. Structures in the floodplain (from aerials and watershed survey)
 - 8.1 type
 - 8.2 address
9. Commercial and industrial facilities, and golf courses (from aerials, watershed survey, NDEQ, other information) and any other land uses having implications for water quality or quantity
 - 9.1 type
 - 9.2 name
 - 9.3 size
10. Existing and proposed floodway and flood fringe (existing delineations already in the GIS system)
12. Existing minimum flood corridor for open channels without a mapped floodplain.
 - 12.1 6:1 plus 60' stream buffer area required in areas outside of delineated floodplains along channels draining greater than 150 acres
 - 12.2 delineation of areas that drain less than a total of 150 acres
13. Known problem areas (due to existing and proposed potential flooding, bank erosion, inadequate drainage structures, or structures in need of repair based on information from City/NRD/County, public involvement, field observations, and technical study data).
14. Develop a list of sources of information that will be used in the watershed master plan study including previous studies completed in Deadmans Run and Cardwell Branch.

**INSTRUCTIONS TO PROPOSERS
CITY OF LINCOLN, NEBRASKA
PURCHASING DIVISION**

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or typed, include full name, business address, telephone number, fax number and email address of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the RFP.

5. SPECIFICATION CLARIFICATION

- 5.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 5.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 5.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 5.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

6. ADDENDA

- 6.1 Addenda are written documents issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 6.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda in their proposal.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the proposal advertisement date and the contract award, proposers, including their agents and representatives, shall not lobby or promote their proposal with any member of the City Council or City Staff.

8. EVALUATION AND AWARD

- 8.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.

- 8.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 8.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 8.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 8.5 A committee will be assigned the task of reviewing the proposals received.
 - 8.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 8.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 8.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.
- 8.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

9. INDEMNIFICATION

- 9.1 The proposer shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the proposer, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the proposer to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 9.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable,

the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

10. LAWS

- 10.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 10.2 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

11. AWARD

- 11.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.
- 11.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.
- 11.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.
 - 11.3.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.
 - 11.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.
- 11.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.
- 11.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.
- 11.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.